



STATE OF MARYLAND

DHMH

Board of Chiropractic Examiners

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor – Boyd Rutherford, Lt. Governor – Dennis R. Schrader, Secretary

4201 Patterson Avenue • Suite 301 • Baltimore, Maryland 21215

Chiropractic: 410.764-4726 • FAX: 410.358-1879

DATE:

Dear Registered Chiropractic Assistant (RC _ _ _ _)

RE: Failure to Notify Board of a Change of Address

This letter is to notify you that the Board of Chiropractic and Massage Therapy Examiners ("Board") recently attempted to send you written correspondence(s) regarding the upcoming 2017-2019 C.A. Biennial Renewal for your Registration as Chiropractic Assistant. This important information is in form of a Renewal Reminder Postcard and will be followed by subsequent Renewal Letter with the Renewal Instructions and Procedures. One or all of these correspondences were returned to the Board by the United States Postal Service ("U.S.P.S.") indicating on their label that your address was either undeliverable, that the ninety day – 12 month address forwarding change with the U.S.P.S. had expired or "moved left no address / return to sender". In addition, your address was also flagged by the USPS database as either a "bad address" or as an address to which a forwarding had been submitted and expired.

Utilizing the label from the U.S.P.S. indicating "forwarding", "forward time expired", "return to sender", or "moved left no address"; does not constitute appropriate notification from a Licensee or Registrant to the MD State Board of Chiropractic Examiners that a "Change of Address" has taken place. It does not meet the regulatory requirement for notification to the Board as that requirement shall be in writing either by formal letter, Change of Address Form, Change of Address Card detached from the wallet portion of your Registration or by the form attached to any newsletter you may have received.

The Board cross-referenced the returned correspondence or flag with its' Maryland Registration Database and has determined that the above- referenced registrant did not notify this Board of a change of address. All registrants are required to notify this Board any time their address changes within at least 60 days of the move.

Failure to update your address can result in a regulatory administrative fine of \$200 or reduced fee. Please complete the following inquiry and submit back to the Board via mail, email or fax in order for a decision to be rendered. Mail to: MD State Board of Chiropractic Examiners, 4201 Patterson Ave., Ste 301, Balto., MD 21215 or Fax: 410-358-1879 Attn: Adrienne Congo or Email to: adrienne.congo@maryland.gov

PLEASE CHECK AND COMPLETE ALL THAT APPLY REGARDING THE FOLLOWING INFORMATION AND SUBMIT A COPY OF THIS LETTER BACK TO THE BOARD WITHIN 10 DAYS OF THE DATE ON THIS CORRESPONDENCE ALONG WITH A CURRENT CHANGE OF ADDRESS FORM IF YOU HAVE NOT DONE SO WITHIN THE LAST 60 DAYS OF ANY ADDRESS CHANGE.

- ☐ MY ADDRESS HAS NOT CHANGED FROM THE ADDRESS LISTED ON MY LAST PRINTED REGISTRATION IN 2015 OR WITHIN THE LAST 2 YEARS.
- ☐ MY ADDRESS HAS CHANGED FROM THE ADDRESS LISTED ON MY LAST REGISTRATION. THE CHANGE WAS EFFECTIVE ____/____/____ AS EVIDENCE BY A COPY OF THE ATTACHED (D.L change card, USPS Change application receipt, etc.) and it was within 60 days of the change and I do not owe an administrative fine.
- ☐ I AM REQUESTING TO PETITION THE BOARD TO DECREASE/WAIVE THE ADMINISTRATIVE FINE BECAUSE:
* Attach your "Petition Letter" outlining why the Board should decrease / waive the administrative penalty. Include details and supporting documentation.

If you have any questions or concerns in regard to this letter, please do not hesitate to contact me at (410) 764-2965 or adrienne.congo@maryland.gov

Laurie Sheffield-James, M.Div Executive Director • Adrienne Congo, MS, Deputy Director

Chiropractic website: www.dhmh.maryland.gov/chiropractic

Toll Free: 1-877-4MD-DHMH • TTY for Disabled – Maryland Relay Service 1-800-735-2258

